

# Housekeeping & Storage



**THIS MONTH'S TALK FOCUSES ON HOUSEKEEPING AND STORAGE, HOW IT MAY IMPACT ON HEALTH AND SAFETY, AND THE STANDARDS THAT ARE EXPECTED OF EVERY TEAM MEMBER IN OUR VENUE.**

Good housekeeping isn't something we do just at the end of the day – it's an ongoing practice and a reflection of our professionalism. Maintaining high standards of cleanliness and order is key to not only the health and safety of our team but also to creating a safe and enjoyable experience for our guests.

It starts with disposing of waste correctly and promptly into the appropriate bins, keeping our workspaces clean and clear of hazards. Storage areas should be kept neat, with shelves free from dust and debris, and even the spaces behind and beneath appliances must be clean. Debris allowed to gather in hidden areas can pose fire risks, so it's important to monitor these spots regularly and address any issues immediately.

Our floors should also be kept clean and dry throughout service. Spills can happen, and it's everyone's responsibility to clean them quickly and safely. In the case of larger spills, make sure one team member remains by the spill to prevent slips while another retrieves cleaning supplies.

The goal of housekeeping is not just about appearance – it's fundamental to operational safety and efficiency. Storage safety is another key element. When organizing items like glassware, drinks, and cleaning supplies, ensure they're stacked securely: heavier items should always be stored at the bottom and lighter items on top to prevent toppling. Maintain safe clearance from electrical installations, plant equipment, and other machinery, and never overload shelves. Fridges and freezers must be accessible, well-organized, and appropriately stocked.

Proper manual handling is crucial to your safety. When moving heavy or awkward items such as kegs, boxes, tables, or trays, use safe lifting techniques: bend your knees, keep your back straight, and lift with your legs. If an item is too heavy, use a trolley or ask a colleague for help – never risk injury by lifting more than you can handle.

Lastly, ensure storage areas are clearly marked, and any exclusion zones are respected. Let's all take pride in maintaining our environment safely and efficiently, and don't hesitate to speak up if you see anything that needs attention.



**ACTING GENERAL  
MANAGER HOSPITALITY**

**This months checklist requires we ensure that:**

**Storage maintains clearance from plant, electrical installations and other equipment**

**Storage areas and exclusion areas are clearly marked**

**Fridges / Freezers are accessible and appropriately stocked**

**Manual handling aids such as trolleys are available**

**Team members understand safe movement techniques**

To complete the checklist on Donesafe scan the QR code

